

## Online Submittal Instructions for device test data for the City of Wyoming Cross Connection Program

The web submittal of device test data is a simple process. You will enter the data on a web form and be prompted to submit the data once you are confident that the web form is complete. Once the data is submitted you will receive a confirmation email with an attached copy of the completed test form in pdf.

To begin, go to our website [www.wyomingmi.gov](http://www.wyomingmi.gov). Under departments choose utilities, then choose the cross connections page, followed by [Submit Test Results](#) (you can bookmark our web site to your Internet favorites). You will then enter your user name and password (provided by the City of Wyoming ) to log into our system (Figure 1). You will then be required to enter the seven digit location code for the facility where the tests were completed (Figure 2) or you can enter the serial number of a device located at the facility. Location codes are entirely alphabetical (no numbers are used). The facility's test notification letter will have the location code and a list of backflow devices installed at the facility. If you are missing this code or the device serial number, please contact the facility owner or email us at [crossconnections@wyomingmi.gov](mailto:crossconnections@wyomingmi.gov).

**If you have a problem logging into the system, close your browser and start over from the “Submit test results” link on our Cross Connection web site.** Do not attempt to change your password as your passwords are managed by us.

Figure 1

Account Information

Username

Password

☐ Change Password

[Please click here](#) if you have forgotten your password.

Figure 2

Location Information

Please input the following information to continue

Location Code or Serial Number

You then will be asked to choose the assembly for which to enter the test results for (Figure 3). If the facility has more than one assembly installed you can choose from a list of assemblies. Be sure to test all assemblies at the facility or the facility will be flagged as non-compliant until we receive the competed test results for all assemblies.

Figure 3a

Assembly Information

Test Facility, 1234 MAIN STREET, WYOMING, MI, 49418

Select an assembly..

Select an assembly..

- Backflow - RPZ - 6571555 - chiller supply
- Backflow - RPZ - 3459078 - Domestic Water Supply After Meter
- Backflow - PVB - 435270 - On Feed To Lawn Irrigation System
- Backflow - DCV - 12548 - On supply to fire protection
- Backflow - PVB - 56859 - On supply to The Underground Sprinkling System
- Backflow - On supply to treated boiler
- Survey - Survey
- <Add New>

Figure 3b

Assembly Information

Test Facility, 1234 MAIN STREET, WYOMING, MI, 49418

Backflow - RPZ - 6571555 - chiller supply

☐ Replace the selected assembly

You also have the option for **replacing the existing assembly** if the assembly was changed out (Figure 4). If a device was replaced do not enter a new device but choose replace the selected assembly or there will be duplicate devices for the facility. Be sure to fill in the details (including the new serial number) for the replaced assembly when you enter the test results on the web form for the replaced assembly.

Figure 4a

Assembly Information

Test Facility, 1234 MAIN STREET, WYOMING, MI, 49418

Backflow - On supply to treated boiler

☒ Replace the selected assembly

Continue

Figure 4b

2014-01 Backflow Wyoming, MI

Account Information

Facility Name: Test Facility

Property Type: Manufacturing

Location Code: EOWR04Q5

Service Address: 1234 MAIN STREET, WYOMING, MI, 49418

Mailing Name: Joe Brown

Phone: 616-234-4567

Mailing Address: 1234 MAIN STREET, WYOMING, MI, 49418

Assembly Information

Type: RPZ

Assembly Description: Backflow (On supply to treated boiler)

Manufacturer: WATTS

Model: 909

Serial Number: A01256

Size: 1"

Check Valve #1

Initial Test:

Held at (PSDI):

☐ Closed Tight

☐ Leaked

You can also choose add new if a new assembly was installed at the facility (Figure 5). Again be sure to fill in a description (include the location) for the new assembly and complete the details when you enter the test results on the web form for the new assembly.

Figure 5a

Assembly Information

Test Facility, 1234 MAIN STREET, WYOMING, MI, 49418

Select an assembly..

Select an assembly..

Backflow - chiller supply

Backflow - RPZ - 3459078 - Domestic Water Supply After Meter

Backflow - PVB - 435270 - On Feed To Lawn Irrigation System

Backflow - On supply to fire protection

Backflow - PVB - 56859 - On supply to The Underground Sprinkling System

Backflow - On supply to treated boiler

<Add New Backflow>

Figure 5b

Assembly Information

Test Facility, 1234 MAIN STREET, WYOMING, MI, 49418

<Add New Backflow>

☐ Replace the selected assembly

New Assembly Description

On supply to boiler located in the mech room

Continue

When you click continue the test form will open and allow you to enter your test results. Use the fields for each initial test. **NEW!** For any **device that fails the initial tests be sure to check the box** (assembly failed) on the **“Test Exceptions”** section of the test form, (Figure 6a) use the comments field to note why the device failed. This will notify us that repairs are necessary and that the device will be retested in the future. **(MDEQ requires us to track all failed devices)**.

Figure 6a

Assembly Information			
Type: PVB	Assembly Description: Backflow (On Feed To Lawn Irrigation System)		
Manufacturer: APOLLO	Model: PVB4A	Serial Number: 435270	Size: 1 1/2"

Assembly Test Exceptions

☒ Assembly Failed or Removed

Please describe reason for test failure or device removal.  
Device testing failed, repairs needed

Tester Information

Comments:  
Comment

**NEW!** As in the past, a contractor cannot delete an assembly. If an **assembly was removed check the box** (assembly removed) on the **“Test Exceptions”** section of the test form, (Figure6b) use the comments field to note that the device was removed. This will notify us that we need to go out and verify why the device was removed.

Figure 6b

Assembly Information			
Type: PVB	Assembly Description: Backflow (On Feed To Lawn Irrigation System)		
Manufacturer: APOLLO	Model: PVB4A	Serial Number: 435270	Size: 1 1/2"

Assembly Test Exceptions

☒ Assembly Failed or Removed

Please describe reason for test failure or device removal.  
Device was removed

Tester Information

Comments:  
Comment

Make sure to complete all the fields including the pass/fail, closed/open, service restored, and gauge readings. Choose the tester if your company has multiple testers, the test gauged used (Figure 7) gauge certification must be current, enter the tester certification number, and sign the form (some notation must be in the signature box).

You must choose the test gauge used

Figure 7a

Company Name: City of Wyoming CC Program		Company Address: 2350 Ivanrest Ave. S.W., Wyoming, MI, 49418	
Test Gauge: Please select...			
Inspected By: Please select...		Date of Test: 3/31/2015	
Tester Signature: <div></div>		Certification Number: 12122	

Test gauge certification must be current

Figure 7b

**Error**

**Error! Missing Prerequisites**

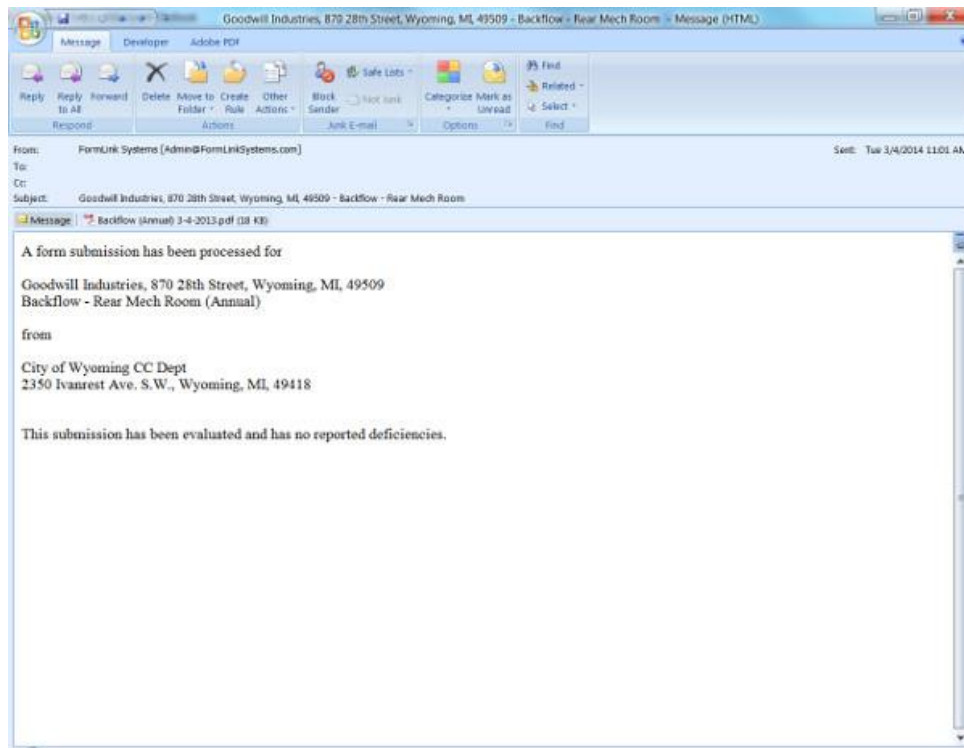
Warning! This login has no gauges (or their calibrations are expired). You need to fix these issues before trying to complete a submission.

Be sure to click save. If any information is missing you will be prompted to finish completing the form before you can save the form. You will be given one more opportunity to review the data before you submit the assembly test results. Submitting the form is final and it cannot be modified once it is submitted.

Assembly Information			
Type: PVB	Assembly Description: Backflow (On Feed To Lawn Irrigation System)		
Manufacturer: APOLLO	Model: PVB4A	Serial Number: 435270	Size: 1 1/2"
Pressure Vacuum Breaker/Spill-Resistant Vacuum Breaker			
Initial Test: Pass Fail	Air Inlet opened at (PSID): 3	<input type="checkbox"/> Did not open	Check Valve held at (PSID): 2 <input type="checkbox"/> Leaked
Tester Information			
Comments: Comment			
The above is certified to be true at the time of testing			Service Restored: Yes No
Company Name: City of Wyoming CC Program		Company Address: 2350 Ivanrest Ave. S.W., Wyoming, MI, 49418	
Test Gauge: MidWest 845 (8060782, Last: 2/5/2015, Next: 2/5/2016)			
Inspected By: Tom Engelma	Date of Test: 4/1/2015	Phone #: (616) 261-3568	
Tester Signature: <div></div>		Certification Number: 12-222	
Clear			
Save			

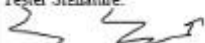
Just a reminder, be sure to enter all the test results accurately as the CC Department will be reviewing your data. If you have any questions please call the CC Department at 616-261-3559 or email [crossconnections@wyomingmi.gov](mailto:crossconnections@wyomingmi.gov).

Once the completed device test form is saved and the data submitted, you will receive an email confirmation (to the email address you submitted) which will include a copy of the test results for for your records, see below.





City of Wyoming CC Dept  
2350 Ivanrest Ave. S.W.  
Wyoming, MI 49418  
Phone: (616) 261-3568

Account Information			
Facility Name: Test facility	Property Type: Manufacturing	Location Code: EOWKHQG	
Service Address: 1234 MAIN STREET, WYOMING, MI, 49418			
Mailing Name: Joe Blow		Phone: 616-234-4567	
Mailing Address: 1234 MAIN STREET, WYOMING, MI, 49418			
Assembly Information			
Type: DCV	Assembly Description: Backflow (On supply to fire protection)		
Manufacturer: AMES	Model: ss2000	Serial Number: 12548	Size: 4"
Check Valve #1			
Initial Test: <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Held at (PSID): 10	<input checked="" type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked
Repairs and Materials Used			
Final Test CV #1			
Final Test: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Held at (PSID):	<input type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked
Check Valve #2			
Initial Test: <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Held at (PSID): 10	<input checked="" type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked
Repairs and Materials Used			
Final Test CV #2			
Final Test: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Held at (PSID):	<input type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked
Tester Information			
Test Gauge Maker/Model: Watts	Serial Number: 12345	Cal/Accuracy Date: 02/12/14	
Comments:			
The above is certified to be true at the time of testing		Service Restored: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name: City of Wyoming CC Dept	Company Address: 2350 Ivanrest Ave. S.W., Wyoming, MI, 49418		
Inspected By: Tom Engelsen	Date of Test: 2/10/2014	Phone #: (616) 261-3568	
Tester Signature: 		Certification Number: 01-25	

Return to: the Cross Connection Dept (crossconnections@wyomingmi.gov)